

* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE *

General Counsel Commission
Municipal Building
Room 208, Second Floor
245 DeKoven Drive
Middletown, Connecticut 06457

REVISED AGENDA FOR REGULAR MEETING
TO BE HELD
JANUARY 14, 2014 AT 7:00 P.M.

RECEIVED
14 JAN 13 PM 2:49
TOWN CLERK
MIDDLETOWN, CONN.

- A. **Call to Order.**
- B. **Public Comment.**
- C. **Approval of Minutes.**
 - 1. Review minutes of October 8, 2013 Personnel Review Commission regular meeting.
 - 2. Review minutes of September 17, 2013 Ordinance Study regular meeting.
- D. **New Business.**
 - 1. Job Description: Human Resources Generalist (formerly Personnel Assistant)
 - 2. Job Description: Manager of Senior Services.
 - 3. Labor Management - Teamsters Local #671 Approval of Revised Job Descriptions:
 - i. Clerk of the Common Council;
 - ii. Manager of Accreditation, Research & Special Projects;
 - iii. Assistant Director of Finance;
 - iv. Manager of Human Resources - BOE; and
 - v. Manger of Financial Operations - BOE.

If you require special accommodations for any meeting, please call the ADA Coordinator at (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), or the Town Clerk's Office at (860) 638-4910 at least ten (10) days prior to the scheduled meeting.

E. Other

1. Vacancy Reports
2. Legal Expenses:
 - i. Robinson & Cole – Personnel Matter, \$598.50
 - ii. Chadwick & Stone – Wrap-up of Teamsters Contract, \$314.50

F. Adjournment.

cc: Mayor Daniel T. Drew